



ITIB Member Expense Reimbursement Policy

EFFECTIVE DATE: 10/01/04

PURPOSE: To provide general guidance on Information Technology Investment Board members' reimbursable expenses and set out procedures for claiming reimbursement.

SCOPE: Non-legislative citizen members of the Information Technology Investment Board (the Board).

STATEMENT OF POLICY:

The Board is established as a supervisory board in the executive branch of state government. The Board is responsible for the planning, budgeting, acquiring, using, disposing, managing, and administering of information technology in the Commonwealth. Nonlegislative citizen members will receive compensation and be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties. Performance of duties generally includes routine and special Board meetings and other events where Board members are representing the Board on specific ITIB matters. Members will be compensated at the rate of \$50 per day. Members will be reimbursed for reasonable and necessary travel expenditures including transportation, parking, lodging, actual costs of meals, gratuities, and other incidental expenses. At the discretion of the governing authority a per diem payment may be made in lieu of this reimbursement for meals and incidentals.

ASSOCIATED PROCEDURE:

As required by Code, the State Comptroller has established policies and procedures for allowable travel expense reimbursement for the executive branch of state government. These are found in the Commonwealth Accounting Policies and Procedures (CAPP) Manual Sections 20335 and 20336.

Non-legislative citizen Board members should submit their reimbursement requests on the Commonwealth's Travel Expense Reimbursement Voucher (http://www.doa.state.va.us/procedures/GeneralAccounting/GA_Forms/Travel_Reim_Form.xls) to:

Controller
Virginia Information Technologies Agency
110 South Seventh Street, 3rd Floor
Richmond, VA 23219

Board members will be reimbursed via direct deposit into their designated bank account. To designate a bank account, each Board member must complete and submit an EDI Enrollment form to the VITA Controller at the address above.

This form can be found at the following link:

<http://www.doa.state.va.us/procedures/GeneralAccounting/EDI/edinew.htm>

AUTHORITY

REFERENCE: Code of Virginia Sections 2.2-2457, 2.2-2813, 2.2-2825

OTHER

REFERENCE: CAPP Manual Sections 20335 and 20336
(<http://www.doa.state.va.us/procedures/AdminServices/CAPP/capp1.htm>)
Department of Accounts EDI information
<http://www.doa.state.va.us/procedures/GeneralAccounting/EDI/edinew.htm>